

DIRECTOR, PUBLIC WORKS

APPOINTED OFFICIAL/RESIDENCY PREFERRED

GENERAL RESPONSIBILITIES

Directs the overall coordination, evaluation, and operations of the Department of Public Works ensuring compliance with appropriate governmental and other regulatory and reporting requirements. The Department consists of Building Construction, Engineering, Facilities, Fleet Management, Permits & Inspections, Roads Operations, Solid Waste, Utilities, Airport Operations, transit services and building security.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies, and applicable laws
2. Direct the development and implementation of Public Works departmental goals, objectives and priorities
3. Direct research, consult, advise and make recommendations related to Public Works goals and initiatives
4. Formulate goals, policies, programs, procedures and work schedules for Department
5. Establish and monitor controls to evaluate Departmental performance in meeting Carroll County objectives
6. Oversee and participate in the development and administration of departmental operating and capital budgets and grant funded programs
7. Work closely with Board of County Commissioners in the development and management of Public Works programs, issues and activities
8. Collaborate and coordinate projects and initiatives with other departments and outside agencies
9. Consult legal counsel to ensure policies, procedures, and practices comply with Federal, State, and local laws
10. Work closely with Board of County Commissioners to develop and recommend Capital Improvement Program (CIP) and operating budgets
11. Address error and complaints
12. Perform related duties as to specific assignments
13. Any employee may be identified as Essential Personnel during emergency situations
14. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
15. Communicate with managers, supervisors, co-workers, citizens, media, and others, maintains confidentiality; and represents the Board of County Commissioners policies to the public

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Civil, Mechanical, or Environmental Engineering, Construction Management, Public Administration or related field; Master's degree preferred.
2. Six years progressive experience in the operation, maintenance and administration of a governmental Public Works department; three years supervisory experience experience

A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to implement organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs
2. Comprehension of principles and practices of administration, civil engineering, and personnel management as applied to the maintenance and operations of Public Works facilities, services, and system operations
3. Knowledge of recent developments, current literature, , environmental rules and regulations, field practices and other sources of information in Public Works Administration
4. Ability to organize, direct and coordinate the activities of a large department in a manner conducive to high performance and good morale
5. Ability to delegate authority and responsibility to schedule and organize work on a long-term basis
6. Ability to plan, prioritize, assign, and direct the work of professional, technical, clerical, and other support personnel within the Public Works Department
7. Read, analyze, and interpret public works information, policies, and legal documents
8. Respond to inquiries or complaints from employees, citizens, members of the business community, or regulatory agencies
9. Write policies, reports, speeches, correspondence, procedures, and other required documentation
10. Ability to make persuasive presentations on complex topics to top management, public groups and/or boards, and employees
11. Define problems, collect data, establish facts and draw valid conclusions
12. Manage conflict, negotiate, and resolve employee relations issues and grievances
13. Proficiency in computer software programs and /or other applications

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver's license
2. Registration as a Professional Engineer (Maryland) preferred